



HIRE HOUSTON FIRST DENIAL OF CITY AND LOCAL BUSINESS DESIGNATION APPEAL PROCEDURES

The information below provides instructions to appeal denials of Hire Houston First City (CB) and Local Business (LB) designation requests:

1. Firms who wish to appeal their denial of Hire Houston First City (CB) or Local business (LB) designation must provide written notice of appeal to the City within five business days of the date of the City (CB) or Local business (LB) designation denial letter as stated in that letter.
2. Within ten business days of the date of the City (CB) or Local business (LB) designation denial letter, the firm must submit a written appeal setting forth the reason the decision made to deny City (CB) or Local business (LB) designation should be overturned. The written appeal must contain a cover letter; documentary evidence to refute all issues raised in the designation denial and a sworn and notarized affidavit attesting to the facts and evidence of the documents submitted are true and correct. The City will review corrections to the original application package, but not changes. If you elect to appeal with supporting documentation and affidavit, the City will review and consider the submission, and you will be advised of its decision.
3. In addition to the submission of a written appeal, you may request an informal hearing with the Director of the Office of Business Opportunity at which you may respond to the reasons for the designation denial in person and provide information and arguments concerning why your firm meets the designation eligibility requirements. Requesting an informal hearing is optional but not mandatory. If you wish to request an informal hearing, please contact the Office of Business Opportunity at (832) 393-0615. Please note the request for an informal hearing is not an alternative to submitting a written appeal and providing documentation and does not change the requirement to submit a written appeal and documentation within ten days of the denial letter. No documents or written submission will be accepted at the hearing.

The City will overturn denials (and approve designations) where an applicant shows that the denial was based on inaccurate or incomplete information. The City will not overturn a denial if only one or some of the points are corrected. If your appeal is insufficient to overturn the denial, you will receive a letter explaining the continued points of denial. Written appeals should be addressed to the following:

Carlecia D. Wright, Director
City of Houston
Office of Business Opportunity
611 Walker Street, 7th Floor
Houston, Texas 77002